

**SITE PLAN REVIEW PROCESS – A site plan review is required for new commercial, industrial, public or multi-family (3 units or greater) buildings or uses, also to include expansions of floor area greater than 25%.**

SUBMITTAL OF PRE-APP FEE & APPLICATION	PRE-APP MEETING MINIMUM OF 2 WEEKS OUT	
PRE-APP MEETING		
APPLICATION AND FEE SUBMITTAL	DEPENDENT ON APPLICANT	\$2000.00 (two reviews), \$250.00 (additional reviews or meetings)
APPLICATION DEEMED COMPLETE/INCOMPLETE	±3 BUSINESS DAYS	
SPR MEETING WITH ALL DEPARTMENTS AND APPLICANT	±2 WEEKS AFTER SPR DEEMED COMPLETE	
EDITS AND SUGGESTIONS TO SPR TO MEET DESIGN AND DEVELOPMENT STANDARDS – SEND TO APPLICANT	DEPENDENT ON APPLICANT	
APPLICANT RESUBMITS EDITS (MAY REQUIRE MORE THAN ONE RE-SUBMITTAL)	DEPENDENT ON APPLICANT	
PERMIT APPROVED, APPROPRIATE SIGNATURES ON SITE PLAN ARE REQUIRED	± 3 BUSINESS DAYS	
PERMIT ISSUED, CONSTRUCTION BEGINS AND INSPECTIONS ARE OBTAINED AS NEEDED		
FINAL INSPECTIONS/ ISSUANCE OF C.O.		
PROJECT FINISHED AND FILES ARE SCANNED, FILE IS CLOSED		

\*TIMELINES ARE APPROXIMATE AND MAY VARY FROM PROJECT TO PROJECT